

## Legislative Internship Position Capitol Office - Austin, TX

August 30, 2016

The office of State Representative Jason Villalba seeks to fill the positions of full or part-time unpaid interns in the Capitol Office.

**Job Description:** Duties include general office work such as answering phones to assist constituents, assisting in research directly relating to the district and current and potential legislation for the 84th Legislative Session, composing letters to constituents, database entry, and compiling information from advocacy groups. In addition, interns may be assigned to assist in various constituent casework issues or work on district-based projects of importance.

**Qualifications:** Successful candidates will possess the following characteristics: dependability, honesty, congeniality, a strong work ethic, willingness to be flexible, integrity, and a commitment to conservative policy principles.

**To apply, please contact Ashley Juergens at [ashley.juergens@house.texas.gov](mailto:ashley.juergens@house.texas.gov)**

The Texas House of Representatives is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services. In compliance with the Americans with Disabilities Act, if you require reasonable accommodations during the application process, please call (512) 463-0865.